



## **Privacy Notice – Volunteers**

### **How we use your information**

Let's Talk About Mouth Cancer (LTAMC) uses personal data to meet our needs to effectively work with and manage our volunteers. Your information is used in general for recruitment, administrative, management, legal, reimbursement of expenses, security and health & safety reasons.

LTAMC must make certain mandatory disclosures of information to bodies such as regulators, law enforcement agencies and local & national government bodies. Examples include the OSCR and HMRC.

For operational reason LTAMC may also choose to share information with partners, funding bodies or other groups further to its aims and objectives, whilst respecting your rights and freedoms in relation to your personal data.

### **Personal data**

Your personal data will normally comprise information such as your name, addresses, telephone numbers, email addresses and in some instances financial information. Additionally, for publicity and reporting on our work your photograph or video images may be stored and published.

### **Special categories of personal data**

It is not anticipated that special categories of personal data will be collected for the purposes of acting as a volunteer.

### **Data controller**

LTAMC is normally the data controller for the information it holds about you. On occasion, for example when working in partnership with other organisations, LTAMC may be a joint data controller (i.e. both organisations direct the processing of your data).

### **Lawful processing**

In general, the LTAMC asserts that it is lawful for it to process your personal data in relation to your position as a volunteer. Processing is necessary to complete a legitimate interest of the charity, that is the performance of actions by volunteers to further the aims set out in the constitution. Your data may be anonymised for later use in research.

### **Retention period**

LTAMC intends to keep your name & contact details for up to 5 years from the last contact we had with you to enable us to facilitate any return to volunteer activities. All other information will be deleted immediately after use.

### **Your rights**

LTAMC respects the rights of individuals towards their personal data. Anyone wishing to exercise their rights of access, rectification, erasure, restriction and/or objection should contact the Data Protection Contact [ewan@ltamc.org](mailto:ewan@ltamc.org). You may also wish to contact the Information Commissioner's Office.